

E-Learning

The Office of Human Resources provides e-learning opportunities for all state employees at no cost through our website, www.ohr.sc.gov. Programs include the following: "State Employee Orientation"; "Employee Performance Management System (EPMS)"; "Anti-Harassment / Anti-Discrimination"; "Reduction in Force"; and soon to be offered, "How to Write a Position Description".

State Employee Orientation provides basic information regarding employment with state government and general information about benefits, compensation, career, and retirement. EPMS training emphasizes how the EPMS can be an effective communication tool that builds relationships between supervisors and employees. Guidelines on dealing with substandard performance are also covered. Anti-Harassment / Anti-Discrimination training covers important information designed to help employees and supervisors understand what constitutes harassment and to minimize harassment. The RIF module explains the use of that tool by managers.

These programs are designed to offer just-in-time information about policies and procedures applicable to all state employees. They are designed to complement agency programs rather than replace training on specific agency policies.

The direct link for this information is www.ohr.sc.gov/OHR/online-training/virtual-classroom.htm.

New State of South Carolina Website

After months of planning and development, the Division of the State Chief Information Officer (CIO) and a private sector partner, South Carolina Interactive (SCI), launched www.sc.gov, the State's new Website on November 1, 2005. Please be sure to check out the new website.

Hazardous Weather

During hazardous weather, the South Carolina Emergency Management Division (EMD) will post official information regarding state office closings or delayed openings on the internet and the information

will be broadcast on Educational Television Network (ETV) or public radio station. When you think State offices in your area may be affected by inclement weather or other emergency situations, tune to the public radio station on your FM dial or turn to the ETV Station in your area for the news. State office closings or delayed openings will be regularly updated on the Emergency Management Division's website www.scemd.org and www.sc.gov during bad weather and emergencies.

2006 Holiday Schedule

New Year's Day

Monday, January 2 (Observed)

Martin Luther King, Jr. Day

Monday, January 16 (3rd Monday in January)

George Washington's Birthday/President's Day

Monday, February 20 (3rd Monday in February)

Confederate Memorial Day

Wednesday, May 10

National Memorial Day

Monday, May 29 (Last Monday in May)

Independence Day

Tuesday, July 4

Labor Day

Monday, September 4 (First Monday in September)

Veterans Day

Friday, November 10 (Observed)

Thanksgiving Day

Thursday, November 23 (4th Thursday in November)

Day After Thanksgiving

Friday, November 24

Christmas Day

Monday, December 25

Day After Christmas

Tuesday, December 26



PerksCard Update

Great new savings the PerksCard has to offer.

Coming soon to www.perkscard.com are offers from one of the Nation's Premier Coffee Companies and America's third largest retail department store! Check out www.perkscard.com often for upcoming discounts, specials, and promotions.

Don't forget to save on your Auto and Home Insurance through PerksCard as well.

Auto and Home Insurance is available for the employees of South Carolina through Travelers, go to www.travelers.com/scse or call 1-888-695-4640 for a no obligation quote and to save money!

Traveler's offers special group rates to the employees of South Carolina and many other discounts that you may qualify for, so go ahead – make the call or visit Travelers on the web today!

Benefits

Employee Insurance Program

If you need to find whether a doctor, pharmacy or hospital is a covered provider by your health plan, you may access the list at www.eip.sc.gov/category/active/directories.htm. You may complete insurance claim forms at www.eip.sc.gov/category/active/forms.htm.

Moneyplus Flexible Spending Accounts

What's New ... A recent IRS Revenue Notice enables you to have a grace period of two months and 15 days at the end of your plan year to continue to incur eligible expenses on your MONEYPLUS Medical Spending Account. This means any funds remaining after December 31, 2005, can be used for eligible expenses incurred through March 15, 2006. (Source: 2006 MONEYPLUS Tax-Favored Accounts Guide – www.eip.sc.gov/forms/moneyplus/2006_Money_Plus_Tax-Favored-Accts-Guide.pdf). You may complete flexible spending account reimbursement forms on the website at www.eip.sc.gov/category/active/forms.htm.